

Mt St John's Catholic Primary School

Dorrigo

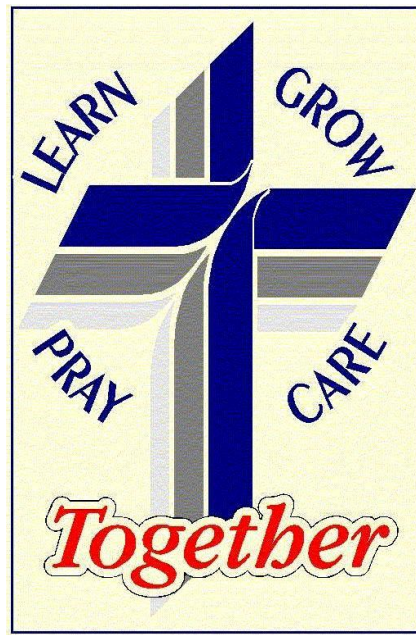


Mt St John's Primary
LEARN, GROW, CELEBRATE

SCHOOL HANDBOOK

OUR VISION

To be a community of learners and believers where the whole person is nurtured in mind, body and spirit guided by the hand of God.



OUR MISSION

To create a community of learners by fostering the uniqueness and potential of each individual; challenging them to be open to God's plan for their lives.

"Our love should not be just words and talk; it must be true love, which shows itself in action."

1 John 3:18

OUR VISION

Our vision is to be a community of learners and believers, where the whole person is nurtured in mind, body and spirit, guided by the hand of God.

In living out our vision we espouse these core values -

| RESPECT | RESPONSIBILITY | INTEGRITY | SERVICE | COMPASSION | COOPERATION | ENTHUSIASM |
|---|--|--|--|--|---|---|
| When we are respectful we also value & demonstrate: | When we are responsible we also value & demonstrate: | When we live with integrity we also value & demonstrate: | When we serve we also value & demonstrate: | When we are compassionate we also value & demonstrate: | When we are co-operative we also value & demonstrate: | When we are enthusiastic we also value & demonstrate: |
| Courtesy Thoughtfulness Trust Friendship | Reliability Organisation Learning Self-discipline | Excellence Courage Honesty Justice | Caring Giving Generosity | Gentleness Forgiveness Tolerance | Unity Helpfulness Tolerance | Positive Attitude Determination Confidence |



SCHOOL INFORMATION

SCHOOL ADDRESS: Karabin Street
Dorrigo
N.S.W. 2453

POSTAL ADDRESS: P.O. Box 233
Dorrigo
N.S.W. 2453

TELEPHONE: 02 6657 2552

FAX: 02 6657 2849

EMAIL: dorp@lism.catholic.edu.au

WEB SITE: www.dorplism.catholic.edu.au

PRINCIPAL: Mr Nathan Trezise

PARISH INFORMATION

PARISH PRIEST: Fr. Joe Holloway

PRESBYTERY: Park Street
(P.O. Box 234)
Bellingen
N.S.W. 2454

TELEPHONE: 02 6655 1448

FAX: 02 6655 2292

EMAIL: marybelling@bigpond.com

Dear Parents,

Welcome to Mt St John's Catholic Primary School.

Our Parish Primary School is part of the system of Catholic schools in the Lismore Diocese. There are 48 Catholic schools in the Diocese. Mt St John's School was founded in 1924 by the Presentation Sisters, and today continues the great tradition of Catholic Education in Australia.

Mt St John's is a Catholic school. By its very nature, therefore, our school community is guided by the teachings of the Church. We will endeavour, with the support of parents, to instruct the children in the faith and help them to understand what the Church teaches and values.

All children take part in the school's Religious Education program. This program is not just a subject – it is a way of living, learning and celebrating, and permeates all areas of school life.

We belong to the Parish of Bellingen and maintain our strong links with it in many ways. Likewise, we maintain a proud presence in the wider local community through engagement with sporting and service clubs and through our promotion and support of town events and celebrations. We enjoy a reputation for providing quality education within a welcoming and caring environment.

One of the many fine traditions we have at Mt St John's is the manner in which the children wear their school uniforms. It is recognisable in our area and we expect that all who attend our school will uphold this tradition.

Your children and your family are welcome at our school. We hope that your time with us will be rewarding for your child and for your family. We hope that you will grow because of what you learn with us, and we hope that Mt St John's will become a better school because your child comes here.

I wish you God's blessing.

Nathan Trezise
Principal

Mt St John's School Community Code of Conduct

Our Vision at Mt St John's is to be a community of learners and believers where the whole person is nurtured in mind, body and spirit guided by the hand of God.

Our School is built on respect, co-operation, friendliness and integrity where students, staff, parents/guardians and parish members take an active part in the school. We will work together to provide the best possible education in a safe and secure environment. At Mt St John's, we expect all members of the school community to comply with the following behaviours.

OUR CORE VALUES

| RESPECT | RESPONSIBILITY | INTEGRITY | SERVICE | COMPASSION | COOPERATION | ENTHUSIASM |
|---------|----------------|-----------|---------|------------|-------------|------------|
|---------|----------------|-----------|---------|------------|-------------|------------|

SAFETY

School community members will act in a responsible manner that presents no danger to the physical or emotional security of themselves or others.

Safety is maintained by:

- Thinking before acting
- Using equipment correctly
- Obeying rules and procedures
- Controlling temper
- Following instructions

RESPECT

All school community members will treat each other with courtesy and consideration, being mindful of the rights and differing responsibilities of each person.

Respect is demonstrated by:

- Speaking respectfully
- Attentive listening
- Working together
- Displaying good manners
- Caring for our own belongings
- Caring for the property of others
- Accepting that we are all unique
- Following instructions
- Caring for our school environment

EFFORT

School community members know that the primary aim of schooling is student learning.

Effort is displayed by:

- Being engaged, organised and involved in classroom learning
- Completing set tasks
- Being punctual
- Being prepared for learning

SELF RESPONSIBILITY

All school community members are responsible and accountable for their own behaviour.

Self responsibility is exhibited by:

- Working cooperatively with other students and staff
- Being honest
- Following the school rules
- Making appropriate behaviour choices

ANTI BULLYING

Staff at Mt St John's are to be proactive in supporting all students within our community with regard to bullying. Staff are to maintain accurate records of discipline incidents in Schoolworx to identify patterns of behaviour which may be considered bullying.

When a staff member has a concern of bullying behaviour, it must be reported to the Principal in a timely manner so steps can be taken to address the matter.

Parents are encouraged to communicate issues their child/children are facing at Mt St John's. Teachers should refer bullying matters to the Principal or take steps within their classes to support the student experiencing difficulty.

A copy of Mt St John's Anti-bullying policy is available to all parents upon request.

SCHOOL PROFILE

We are a small rural school serving the educational needs of the Catholic and Christian communities of the Dorrigo Plateau.

Founded in 1924, Mt St John's began as a boarding school established by the Presentation Sisters, and for many years a small secondary school also existed on the site.

When the Presentation Sisters left in 1979, the boarding school closed and the Sisters of Mercy took on the management of the primary school. The Sisters stayed on until 1986 when the first lay principal was appointed.

For many years now, the school has been fully staffed by lay teachers, and in 2018 we have a school population of 67 students in three classes.

A balanced and integrated curriculum is offered, supported by modern information technology facilities, a well-stocked library, and a good range of sports equipment. We are lucky to have a fantastic playground with modern equipment as well as wide open grounds and playing areas.

A strong and positive sense of community exists in Dorrigo and at our school. The P & F Association works long and hard to raise funds and support the school, assisting in the beautification of the grounds and the general school environment. Many parents also offer their time generously in the school canteen and providing class reading help. Thanks to their efforts we are also extremely well-resourced for a small school.

ENROLMENT POLICY

Mt St John's Primary School, Dorrigo, is a Catholic School Community which exists to provide an education for children of the Dorrigo Parish Community within a Christ-centred context.

The Church teaches that parents are the prime educators of their children and that the role of the school is to assist parents in this task. This school regards education as a co-operative venture between home and school, with the Parish Priest (as pastoral leader in spiritual, sacramental and liturgical matters), parents and staff working together in supportive partnership.

In considering the enrolment of pupils, the following factors are taken into account:

- School enrolment is dependent on the availability of appropriate personnel, classrooms, space, resources, and the school's ability to adequately serve the child's needs.
- In accordance with our philosophy, preference will be given to children baptised Catholic, or of Catholic parents in the Dorrigo Parish.
- Applications for enrolment will be accepted from those families who wish to send their children to a Catholic school and who may not be Catholic. When considering these applications, the criteria above will be noted along with the following expectation: we expect that those parents who are not Catholic will have a commitment to Christian ideals and values, will be willing to support the Catholic beliefs and practices of the school, will accept that their children will participate in all Religious Education activities and will accept the responsibility for the payment of school fees.
- To enter Kindergarten, a child must fulfil the requirements of the Lismore Diocesan policy regarding the minimum age of acceptance. A child may be enrolled if he/she turns five by 31st July.
- The school enrolment committee, consisting of the Parish Priest, Principal, Parent Assembly representative and the Regional Additional Needs Adviser (for students with additional needs) will consider enrolment applications if the need arises. All applicants will be notified of the decision in writing. Unsuccessful applicants may appeal the decision to the Parish Priest.
- In choosing a Catholic education for their child, parents must be prepared to meet the full financial commitment involved in that decision. Inability to pay fees is not an obstacle to enrolment. Financial commitment is a personal matter to be arranged individually with the principal. Support of the school is, however, a commitment to be taken seriously. The Catholic community works hard to provide a high standard of education and it is unworthy for some to accept the benefit of others' labours without supporting the Catholic community's endeavours.
- At the time of application for enrolment an interview with the principal will be required.

Please note; enrolment into Kindergarten does not necessarily guarantee enrolment in a Catholic secondary school.

COMMUNICATION

At Mt St John's we firmly believe that communication between home and school should be open, honest and frequent. Teachers are encouraged to phone parents to outline any concerns they are experiencing with your child/children whilst at school. Similarly, parents are encouraged to phone the school or talk to the class teacher to highlight concerns which are experienced at home.

Mt St John's communicates with parents using the following modes:

- Newsletter (weekly) - email is our preference; however, paper copies are available.
- Skoolbag app - this app allows the school to 'ping' reminders to parents' phones quickly, e.g. *Today is Library day*.
- Bulk email - this function is helpful in providing notes for excursions, updates to procedures which may be upcoming (e.g. funerals and pick up arrangements), as well as

detailing key events taking place within the school; e.g. Catholic Schools Week, whole school Masses & Liturgies.

- Google Drive - all students have access to their Google Drives at home. Parents can log in with students at home and view work being undertaken in class. Parents can also view homework placed within Google Drive.
- Car park signage.

COMPLAINTS AND GRIEVANCES:

We have a Complaints and Grievances policy at MSJ which is available upon request. Parents are encouraged to see the class teachers or Principal to discuss any issues which may arise. If the issues are not satisfactorily addressed, parents/carers should detail their complaint in writing as per the Complaints and Grievances Policy for further investigation.

CURRICULUM

KEY LEARNING AREAS

Mt. St. John's Catholic Primary School implements the curricula developed by the N.S.W. Board of Studies adapted to meet the general and particular needs of our pupils. In the Primary School there are six key learning areas (KLAs). In our Catholic school, Religious Education is our core KLA.

- Religious Education
- English
- Mathematics
- Science and Technology
- Human Society and Its Environment
- Creative Arts
- Personal Development, Health and Physical Education.

RELIGIOUS EDUCATION

Religious Education is at the heart of learning at Mt. St. John's. The main role of the school is to assist parents as the prime educators of their children, and this applies particularly in Religious Education.

Mt. St. John's is a Catholic school; therefore, our teaching of Religious Education will reflect the teachings of the Catholic Church. Children of other religious denominations are most welcome to attend our school. We expect that the Christian values we espouse be supported.

At Mt. St. John's, we strive to create a supportive atmosphere, which will reflect Gospel values in all elements of school life. The school's Religious Education program follows guidelines as prescribed by the Lismore Diocesan Catholic Schools Office.

In Year 6, students sit a Religious Education assessment to ascertain their level of knowledge and understanding of concepts taught in this learning area. Data from this assessment is used to inform our teaching and learning within Religion.

OTHER PROGRAMS

INSTRUMENTAL MUSIC

Instrumental music lessons are available to students; however, tuition fees are paid directly to the instrumental teacher. These lessons are available during school hours. The instrumental music teacher must hold a current WWCC number. These teachers must also provide documentation to the school of their level of qualification in their particular field.

READING INTERVENTION

Students in Kinder to Year 6 are able to access reading support if they are below the standard described for their year level. Class teachers can refer them to a reading specialist for intervention. At Mt St John's, we have used STAR Reading and now use LLI to support student learning. Students who are vulnerable must be PM assessed each semester to ensure they meet the standard in the curriculum.

EMU SPECIALIST TEACHER

In a similar way to reading, students who are vulnerable in Mathematics are able to access support in this learning area. Mt St John's has a specialist EMU (Extending Mathematical Understanding) Support teacher. Students are measured based on Mathematics Assessment Interview (MAI) data and can be referred to the EMU specialist teacher. However, the EMU specialist teacher can also work closely with class teachers to ensure that teaching and learning in Mathematics reflects the learning needs of all students.

SEASONS PROGRAM

Seasons is a grief and loss support program for children.

EXTENSION PROGRAM

Able senior students are given the opportunity to participate in school and regional enrichment activities. Open-ended learning experiences within classes are also designed to extend the students.

BEHAVIOUR MANAGEMENT

In 2017, Mt St John's is revisiting behaviour management and will implement Positive Behaviour Support (PBS). This approach to behaviour focuses on teaching desired behaviours. If students do not meet our expectations then opportunities will be offered to students so that behaviour is modelled, encouraged and supported. Our behaviour management plan promotes positive behaviour and encourages students to do their best.

Our school's Code of Conduct and class rules are set under four headings.

- Learning (Effort)
- Self-Responsibility
- Safety
- Respect

Each class works together with the teacher to set rules that will create a safe and challenging learning environment.

SPORTING PROGRAMS

A wide variety of sporting opportunities is available through the school and in conjunction with Zone, Diocesan and State sporting groups. If you require more information, please ask for a copy of our school sports handbook.

INCLUSION OFFICER

A regional advisor is on call to assist us with assessments and additional needs program development.

MAKING JESUS REAL

Making Jesus Real is a program which supports the growth of positive attitudes through the development of people skills and life skills. The program has a focus on bringing to life the values and attitudes that Jesus taught us and making these real in our everyday lives.

PERSONALISED PLANS

Learning programs are developed for children with specific educational needs. These plans are designed to assist all students to access the curriculum of their year level.

INDIGENOUS EDUCATION WORKER

Our IEW is on staff on a full time basis. Currently this staff member works in K - 2, however opportunities are made available each week to work closely with our indigenous students within the school. Our IEW takes a lead role in developing student Personalised Learning Plans.

PASTORAL CARE AND STUDENT WELFARE

“Pastoral care is central to the ethos and identity of a Catholic school and it is essential that pastoral care for students be given a high priority. The role of schools as an educational institution is to encourage excellence, the pursuit of learning and the care of all individual students. The primary purpose of schools is to promote the full physical, social, intellectual, emotional and spiritual development of students. *The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ’s teaching: this is why the promotion of the human person is the goal of the Catholic School.* (The Catholic School on the Threshold of the Third Millennium, n9.)” (Guidelines for Pastoral Care in Catholic Schools, CEC NSW)

The following headings highlight the broad dimensions of pastoral care at Mt St John’s:

- School Climate
- Affirmation
- Prayerfulness
- Communication
- Environment
- Participation
- Parental involvement
- Special Programs

Examples of these dimensions working in our school are; comprehensive and inclusive approaches to teaching and learning, fair and just assessment practices, values education program, health promoting programs, peer support activities, school and class award systems, liturgical and prayer life of the school, stimulating classrooms, orientation and transition programs, behaviour management plans, parent participation and local community interaction.

RULES AND CONSEQUENCES

Consequences for not following school and class rules will include: rule and behaviour reminders, time out, and teacher/student conferences. The language of our Core Values will be used in discipline situations to contribute to a positive outcome. If the behaviour is repeated or is of a serious nature which disrupts the learning process or displays a lack of respect, then a reflection sheet will be completed. This also may include parent contact, suspension from school or exclusion from school. We will endeavour to use the principles of Restorative Justice at our school. Serious student behaviour records are kept by the school using Schoolworx. This allows us to monitor behaviour patterns to assist students in learning our desired behaviours most effectively.

CORPORAL PUNISHMENT IS NOT CONDONED BY THE SCHOOL.

CORPORAL PUNISHMENT IN ANY FORM IS PROHIBITED AT MT ST JOHN'S.

THIS APPLIES TO ALL MEMBERS OF THE SCHOOL COMMUNITY.

GENERAL INFORMATION

SCHOOL HOURS

| | |
|---------|---|
| 8:30am | Teacher supervision of playground begins. Any child arriving before this time must sit in the designated areas and not play until supervision begins. |
| 8:55am | First bell. Children assemble. |
| 9:00am | Classes commence. |
| 11:00am | Recess. |
| 11:30am | Classes resume. |
| 12.45pm | Lunch. |
| 1:20pm | Assembly. |
| 1:25pm | Classes resume. |
| 3:10pm | Children dismissed. Supervision of car park and bus lines. |

As supervision commences at 8.30am, please ensure that your child does not arrive at school before this time. Please make an effort to have your child at school before the first bell. Late arrivals are disturbing to the class and children miss out on valuable school time.

ATTENDANCE

We are obliged by law to keep a record of attendance of all students. If your child is absent for any reason, please make sure you notify the school.

There are several ways you can notify us:

1. By phone
2. By email to dorp@lism.catholic.edu.au
3. Via Skoolbag app
4. By written note.
5. By responding to the automated text message generated when a student is marked absent.

This notification should detail the reason for any absence. Please see the Student Attendance Policy for full details.

BIRTHDAY PARTIES

Please see your child's teacher to discuss a suitable time if you plan on bringing a birthday cake in to school. You also need to be aware that some children have allergies and may not be able to share in this celebration, which can make it difficult for their peers. Our preferred option is to provide individual cup-cakes rather than one big cake as this minimises the work and cleaning-up involved.

The school is not the right venue for your child's complete party – this is better held outside of school hours.

CANTEEN

This is run by the P & F Association and can only operate with the services of volunteer parents. It operates for recess and lunch on Fridays. Price lists are sent home when necessary. When ordering your child's lunch and recess, please indicate clearly on the bag your child's **name, class, and order**. Two paper order bags –

one for lunch and one for recess – are needed (see example above). Please enclose the exact money, if possible, and secure it well within the bags. Orders are collected in class baskets. Additional items are sold at the canteen at recess and lunchtime, and the children may bring money to purchase these items.

| | |
|---|-----|
| <i>John Smith</i> <i>Year 4 - Recess</i> | |
| 1 apple pie | \$3 |
| <i>Thank you</i> | |

| | |
|--|--------|
| <i>John Smith</i> <i>Year 4 - Lunch</i> | |
| 1 salad roll | \$3.50 |
| 1 choc milk | \$2.00 |
| Total | \$5.50 |
| <i>Thank you</i> | |

CLASSROOM RESOURCES

Students in Kindergarten and Year 1 have all classroom resources provided. Students in Years 2-6 need to provide their own pencil case, HB lead pencils, coloured pencils, red and black biros, 30cm ruler, eraser, pencil sharpener and glue stick. Not having these essential resources prevents students from being able to participate fully in class learning activities.

COMMUNICATION NOTES

A range of notes will be used to communicate and record information. This includes notes detailing:

- Absence advice
- Behaviour record/reflection
- Medication notification
- Overdue library books
- Homework non-completion
- Excursion notice
- Permission notes

For serious or repeated issues, phone contact will be made as soon as possible.

EVACUATION PROCEDURES

The school has an evacuation policy detailing what will happen in case of an emergency. The signal for this evacuation is the siren. If you hear this while you are on school property you must exit the building and assemble at the emergency assembly point located on the front steps of the Church facing Karabin Street. Please read the full policy displayed at school.

LOCKDOWN PROCEDURE

In the event of an emergency the school will follow a lockdown procedure. Emergencies requiring lockdowns may include intruders to the grounds, severe storms and dangerous animals on the grounds. In a lockdown, teachers are required to keep students in classrooms with doors and windows locked. Only the Principal or member of leadership within the school has the authority to cancel a lockdown. A lockdown drill is held annually.

EXCURSIONS

From time to time students will participate in excursion activities. Local/walking excursions are covered by a permission & consent section in the enrolment form and you will usually be notified prior to these excursions. You will be informed of other excursions requiring bus or parent-assisted travel by a separate note.

Our senior class **usually** undertakes two major excursions during alternate years. One year may be a recreation/activity style camp, and the other is usually a curriculum-based week-long excursion away from Dorriggo.

GRIEVANCE PROCESS

In the event of any grievance dispute occurring, the following process should take place:

1. Issue raised and discussed with the Class Teacher and/or School Principal.
2. A joint plan created to attempt to resolve the conflict.
3. After an agreed period of time, a review of the issue and the progress.
4. If no resolution is achieved then contact with the School Principal and/or Parish Priest will take place.
5. If no resolution is forthcoming, an independent mediator from the Catholic Schools Office will facilitate a process with the parties concerned.

HEALTH-PROMOTING SCHOOL

Research indicates that diet impacts on children's development, learning, behaviour and health. We encourage fruit as the healthy snack option. Fizzy drinks and others such as red cordial and stimulant drinks and lollies are not to be brought to school. Gum is not allowed at school.

CRUNCH AND SIP

Crunch and Sip is an initiative we have adopted to assist children to achieve their recommended serves of fruit and vegetables each day. Children bring small pieces of fresh fruit or vegetables in containers and snack on these in class as they continue to work. To encourage the intake of water we also allow water bottles to be brought into class so that children sip on them when they are thirsty. This initiative aims to help support a healthy diet and portion sizes only need to be small so that other food is consumed at recess and lunch.

HOMEWORK

Your children will be required to complete homework.

As all staff have different expectations in terms of homework, a clear statement of homework procedure for each grade will be sent home early in Term 1 of the school year. Homework develops independent thinking and organisational skills, and provides a valuable means of schoolwork revision. Parents are asked to ensure that homework is completed and, in some grades, may be required to sign same. Whilst homework content is a matter for each

classroom teacher, the following table represents a guide for the amount of time that should be spent on homework in each grade.

| | | | |
|---------|-------------|---------|-------------|
| Kinder: | 10 mins. | Year 4: | 25-40 mins. |
| Year 1: | 10-20 mins. | Year 5: | 25-40 mins. |
| Year 2: | 10-20 mins. | Year 6: | 35-40 mins. |
| Year 3: | 20-25 mins. | | |

As a general rule homework will not be set on weekends. Only unfinished work will be set on weekends.

Reading should occur each night. Please take the time to sit and read along with your child, as well as listening to him or her read. This will be the greatest investment you can make in relation to your child's literacy development.

It is an expectation that Religious Education activities will also be set for homework. The use of "To Know, Worship and Love" – a diocesan Religious Education text – is mandated, and will be sent home on a regular basis and shared with parents. Activities from this text will also be included in homework expectations.

LIBRARY

All students are encouraged to borrow from the school library. Library day is Thursday. A library bag is required for each student, from Kindergarten to Year 6, to protect these books. You will be asked to replace lost or damaged books.

NEWSLETTER

This is produced each Wednesday. We give it to the oldest child in your family and expect them to deliver it to you. If you would like to receive the newsletter via email, please advise the school secretary. The newsletter is also available on the school website and is sent home via the Skoolbag app. The newsletter contains information we think you need and we often ask for a reply. Please treat our newsletter as an important document and keep it in a prominent place.

PARENT-TEACHER CONTACT

Parents are a vital link in the education of their children, as clear lines of communication are important in achieving educational outcomes. Parents are encouraged to meet with their child's teacher to discuss any concerns they have or to gain clarity. We request, however, that you contact the school or individual teacher to arrange a mutually convenient meeting time. These conversations are too important to have "on the run" so by making an appointment they are given the value we feel they need. Teachers are not able to discuss student progress or concerns during class time or whilst on duty. Please be aware that the morning period before classes begin is a time when teachers are preparing for class, and is not a suitable time for in-depth discussion.

Formal interviews will occur at the end of Semesters 1 and 2 to discuss student reports (see Reporting Student Achievement).

Parents are encouraged to actively participate in the life of the school. If you feel you are able to contribute either in the classroom or in some other way around the school, please discuss this with the teachers.

PARENTS & FRIENDS ASSOCIATION

All parents are encouraged to join the Parents and Friends Association (*Parents' Assembly*) to help make a contribution to the vitality of our school.

This group supports our school by:

- raising funds to upgrade facilities and purchase equipment for the school;
- providing a forum for discussion on ways parents can be supported in assisting their child's education and teachers and the school community;
- providing social networking opportunities for the school community;
- assisting in many areas of the school such as canteen, ground maintenance, faith development and general support;
- providing an opportunity for the Principal to report on and discuss the school's activities.

The P & F Association usually meets once per month at the school. Meeting dates and times are advertised in the newsletter.

REPORTING STUDENT ACHIEVEMENT

A formal report will be written for each student twice a year, at the end of Semesters 1 and 2. The reports will be written in Plain English and will use the Common Grade Scale. Following each reporting period a face to face interview with your child's teacher will be offered.

This report is a formal statement of your child's progress during the semester. The information contained in this report is a summary of your child's achievement. It should be considered in conjunction with other assessments and comments found in your child's workbooks and expressed at interviews.

You can ask the school to provide you with written information that clearly shows your child's achievement in the subjects studied in comparison to that of other children in the child's peer group at the school. This information will show you the number of students in each of the achievement levels A-E.

Student Achievement in Key Learning Areas

Your child's achievement for the strands for each of the Key Learning Areas (KLA) is reported using the five point Common Grade Scale. This information is then used to give the overall achievement for each KLA, using the same scale.

COMMON GRADE SCALE

| | |
|---|---|
| A | The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations. |
| B | The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations. |
| C | The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills. |
| D | The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills. |
| E | The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills. |

APPLICATION

Some of the most important outcomes of schoolwork are attitudinal. Characteristics such as enthusiasm, motivation and determination are indicated for each K.L.A using the following rating scale.

| |
|--------------------------------|
| Enthusiastic and Conscientious |
| Consistent |
| Greater application required |

If your child sat for the National Assessment Program Literacy and Numeracy (NAPLAN) in Year 3, 5, 7 or 9 this year you will receive a separate report on your child's performance in late September or October. The new national reporting format will provide parents with performance information including:

- Your child's skill band in reading, writing, language conventions and numeracy.
- Your child's results in these areas shown against the national average.
- The range of achievement for the middle 60% of students in the cohort.
- A description of the skills and understandings that students are likely to demonstrate in each of the 10 skill bands.

The class teacher can provide you with more specific detail on your child's performance in NAPLAN.

SCHOOL FEES

These are determined and approved by the Parish Finance Council each year. Fees may be paid weekly, fortnightly or by the term. If you have difficulty meeting a payment in any period, please discuss this with the principal.

School fees provide the total running costs of the school. Direct debits into the school account may be made through the Bananacoast Credit Union or through internet banking. Please see the school secretary if you wish to use this facility.

SUNSMART POLICY

The wearing of our school hat is compulsory.

NO HAT = NO OUTSIDE PLAY

This policy aims to ensure that, as far as possible, the children and teachers attending our school are protected from skin damage caused by the harmful ultraviolet rays of the sun and are educated to accept responsibility for their own sun protection.

GENERAL SKIN PROTECTION STRATEGIES

- Children will wear hats that satisfy Cancer Council guidelines in the playground, whenever lessons are held outdoors, and for sports carnivals, interschool sport and excursions.
- Children without hats will be restricted to play in an area protected from the sun.
- Children will be encouraged to apply Cancer Council approved sunscreen, which will be available at school, especially at sports carnivals and other extended periods of exposure to the sun.
- Staff will act as role models, demonstrating *Sunsmart* behaviour by wearing appropriate hats and clothing for all outdoor activities and by using Cancer Council approved sunscreen for skin protection.

STUDENT / FAMILY INFORMATION

It is important that information given on the Application to Enrol form is accurate. It is even more important that you update this information should it change from time to time. **If you change your address or phone number, if you change your name or receive custody of a child, or if your emergency contacts and phone numbers change, please inform us so that our records can be kept up to date.**

UNIFORM

All children must wear the school uniform unless a note from parents indicates an inability to do so due to unforeseen circumstances. Hats other than school hats do not constitute school uniform. School hats are the wide-brimmed type and should be purchased from the school as they are printed with the school crest. School hats **must** be worn for all outdoor activities irrespective of the weather. A navy rain jacket on cold days may also be worn. Our uniform policy dictates black shoes, so please ensure that when you purchase shoes they are black and not multi-coloured, e.g. black and white. Uniforms are available at the school. Some uniform items are also available through a clothing pool operated by the P & F.

1. **Jewellery** - No jewellery may be worn which might endanger either the wearer or other students - this includes hanging earrings. Sleepers and studs are acceptable. Rings are not acceptable, nor are necklaces hanging outside the uniform.
2. **Grooming** – Please ensure that all long hair is tied back. This is for health reasons and also to minimise distractions in class caused by hair covering eyes, books etc.

This uniform has been selected after a lengthy process of consultation and must be strictly adhered to.

We believe that when children wear their uniform with pride it builds connection with our school family and sets them up for greater levels of success in their learning. If for some unforeseen reason your child is out of uniform, parents must provide a note to explain why.

GIRLS & BOYS

Red school shirt with logo
Navy shorts /skirt /skort /pants
Navy jumper with logo
Navy rain jacket with logo
Navy hat with logo
Navy socks
Black shoes or black joggers

TRANSPORT / SAFETY / MEDICAL

BICYCLES / SCOOTERS

Children riding to school must remember that wearing a helmet is compulsory and an adult must accompany younger students as required by law. Children must dismount and walk their bikes or scooters into and out of the school car park. Bikes are to be stored in the bike rack. Students who choose to ride to school must complete the bike checklist stated in our Road Safety policy. This is a joint task undertaken with parents to ensure student safety.

BUS TRAVEL: All school bus travel applications are online. To apply for school bus travel or to update your details, go to www.transport.nsw.gov.au/ssts For more information, call 131500.

FIRST AID

School staff will administer only minor first aid. Parents will be notified in the case of serious injury and the necessary action taken, e.g. ambulance called. Please ensure you update medical details for your child, especially if he or she has an identified condition.

LEAVING SCHOOL GROUNDS

Children are required to bring a note to their teacher if they need to leave the school grounds during school hours. They may only leave when accompanied by an adult. Any change of routine, especially as to how the child is to go home in the afternoon, should be conveyed to your child's teacher.

SCHOOL PARKING AND AFTERNOON PICK-UP

Please enter and exit the car park with **extreme caution and care**. Also be aware of children and parents walking to cars already parked. Children being picked up will wait near the school entrance. Parents/guardians are asked to walk over and collect their children from the waiting area and not call children down to their cars. No vehicle is to enter the school playground without permission from the principal or senior teacher. Please note that no child is to be unsupervised in the car-park.

When parking for after-school pick-up, the first car in should park rear to the old cement wall nearest the school. Other cars should then fill the back row (rear to wall) before beginning to fill the front row. If the car park is full, parents can drive around into the pick-up and drop-off area and wait for their child to come out. This is **not** an overtaking area; parents will need to wait until the car in front of them has moved off before they move on.

SICKNESS / MEDICATION

If children are sick before they leave for school please do not send them. This is especially important if they have contagious illnesses such as heavy colds, flu, gastric bugs etc. If your child does become sick while at school, you or your emergency contact person will be notified immediately.

If your child has a chronic medical condition requiring regular medication at school, **details in writing must be given to the Principal** before such medication can be administered. Any medication needed on a regular basis is kept secured in the school office and administered at the appropriate times by the staff.

INFECTIOUS DISEASES

The Public Health (Amended) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment in schools, pre-schools and child-care centres. From 1994, children enrolling in Kindergarten class of a primary school will be required to provide that school with an immunisation certificate. This is not compulsory immunisation and parents always have the right of choice. However, in the event of an outbreak of a vaccine-preventable disease in a school, preschool or child-care centre, unimmunised children, for their own protection, will be required to remain at home for the duration of the outbreak.

EXCLUSION FROM SCHOOL IN CASES OF COMMON CHILDHOOD DISEASES

| | |
|--|---|
| Chicken Pox | Exclude until fully recovered or at least 5 days after the eruption first appears. Note some remaining scabs are not an indication for continued exclusion. |
| Conjunctivitis (Acute Infectious) | Exclude until discharge from eyes has ceased. |
| Diarrhoea | Exclude until diarrhoea has ceased. |
| Glandular Fever | Exclusion is not necessary. |
| Hepatitis A | Exclude until receipt of a medical certificate of recovery but not before seven days after the onset of jaundice. |
| Hepatitis B | Exclusion is not necessary. |
| Impetigo (School Sores) | Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with occlusive dressings. |
| Measles | Exclude for at least 4 days from the appearance of a rash. |
| Meningitis (Bacterial) | Exclude until well. |
| Mumps | Exclude for at least 9 days after the onset of swelling symptoms. |
| Ringworm, Scabies & Lice | Exclude until the day after treatment Trachoma commenced. |
| Rubella (German Measles) | Exclude until fully recovered for at least 4 days after the onset of rash. |

WORKPLACE HEALTH & SAFETY POLICY

The Principal and Parish Priest of Mt. St. John's Catholic Primary School Dorriggo accept that they have the duty of care for the health, safety and welfare of the employees, pupils and the school community, and will use all due diligence to protect them from work-related injury and illness. They will provide the necessary resources to enable Mt. St. John's to comply with all NSW WH&S Act requirements.

All of the school's employees are required to take care for the health and safety of themselves and others and to cooperate with the Principal and Parish Priest to enable the employer to comply with the necessary requirements.

Associated with this policy is a program for the management of WH&S in Mt. St. John's to:

- Provide a system for identifying and mitigating hazards;
- Provide WH&S training and supervision for employees;
- Help employees meet their duty of care for others; and
- Enable employees to participate in WH&S management.

CONFIDENTIALITY PROTOCOL FOR ALL WORKERS AND VOLUNTEERS AT MT ST JOHN'S DORRIGO

All employees and parents and volunteer workers or visiting Mt St John's are reminded that confidentiality is an important aspect of working in a school. Any breach of confidentiality or privacy can create conflict and lead to embarrassment for all parties concerned. For this reason it is school policy that the following points are kept confidential (as the contents of the communication may be sensitive):

- All conversations between adults and students. (Unless a parent feels that a child is expressing a concern for his/her physical or emotional well-being. In such a case, the principal should be notified immediately. If a parent feels that the child has spoken or acted in an inappropriate way, once again the principal or teacher should be notified.)
- All conversations that take place between teachers which may concern the behavioural or academic aspects of an individual student or class.
- Any written communication which may be displayed in the staffroom or classrooms.

NB. The work you are doing in our school is greatly appreciated and your compliance with the above protocol will ensure a continued sense of trust exists between all who have a stake in the educational process at Mt St John's School.

PRIVACY COLLECTION NOTICE

Your privacy is very important to us.

- Mt St John's Primary collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter.
- Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
- Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
- Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
- The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Schools Office, the Catholic Education Commission, your local Diocese and the parish, medical practitioners, and people providing services to the school, including specialist visiting teachers, coaches and volunteers.
- If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

- Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasion, information such as academic or sporting achievements, pupil activities and other news is published in school newsletters, magazines and on our website.
- Parents may seek access to personal information collected about them and their son/daughter by contacting the school. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.
- As you may know, the school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- We may include your contact details in a class list and school directory. If you do not agree to this you must advise us now.
- If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish, and that the school does not usually disclose the information to third parties.

